Hamilton Beach

ottom-Loading Water Cooler

struction Manual

easure proper use and for your safety, please read the following ructions completely before operating this appliance.

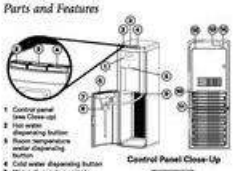
Congratulations, you have acquired a high-quality Hamilton Beach® Water Dispenser for bottled water. This product allows you to enjoy a cool drink or a hot beverage and has many features that you will find convenient to use. Please remember to record the model number and series code which can be found on a label in the back of the unit.

Model number	Series code	Date of purchase

READ ALL INSTRUCTIONS BEFORE USING!

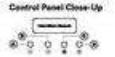
TOLL-FREE CUSTOMER SERVICE: 1-800-258-8169

Parts and Features



1. Control panel (see Close-up)
2. Hot water dispensing button
3. Room temperature water dispensing button
4. Cold water dispensing button
5. Water dispensing spigot
6. Removable drip tray
7. Lower door (bottle storage compartment)
8. Water probe (draws water from water bottle)
9. Door switch (controls pump operation)
10. Condenser coil
11. Drain valve
12. Night Light Switch
13. Cold Water Switch
14. Hot Water Switch

Control Panel Close-Up



A. Power on/off indicator light

B. Hot water indicator light
Light on = Water is heating.
Light off = Hot water is ready to dispense.

C. Cold water indicator light
Light on = Water is cooling.
Light off = Cold water is ready to dispense.

D. Water level indicator light
Flashing light = Low water level. Water bottle is empty.
Light off = Water levels are normal.

IMPORTANT SAFEGUARDS

- When using electrical appliances, basic safety precautions should be followed, including the following:
- **WARNING: BURN HAZARD.** The product heats water to a temperature of approximately 95 °C / 203° F. Water temperatures above 52° C / 125° F can cause severe burns or death from scalding. Children, the disabled and the elderly are at highest risk of being scalded. Children should be supervised by an adult when using this product.
- **WARNING: FIRE HAZARD.** Do not store or use gasoline or other flammable vapors and liquids in the vicinity of this or any other appliance. Do not operate dispenser with a damaged cord. Do not use with an undersized extension cord.
- **WARNING: SHOCK HAZARD.** Unplug the water dispenser before cleaning or wiping up spilled water on unit. Do not attempt to service the dispenser. Do not operate dispenser with a damaged cord.
- **NOTE:** The water pump system includes a special safety feature that prevents/stops operation when the water bottle is empty. Water pump operation is also linked to a door switch system mounted inside the lower storage compartment. When you replace the water bottle, remember to close the door.
- Never tip the product upside down or tilt more than 45 degrees. If the unit has been resting on its side for a long period of time, you must position the water cooler in the upright position for approximately 12 hours before turning it on.
- Never use this dispenser with water that is unsafe to drink or is from an unknown source.
- Never use any other liquid in this dispenser than bottled water.
- Install this water dispenser in a dry place away from direct sunlight. For indoor use only.
- Never put anything flammable close to the dispenser.
- Leave a minimum of 3" (5 cm) around the back and sides of the dispenser for proper ventilation.
- Regular cleaning of this water dispenser is required for proper operation. Clean the dispenser every 4 months using the instructions in this manual.

SAVE THESE INSTRUCTIONS!

Grounding Instructions

WARNING: Modifying or defeating of the grounding plug can result in a risk of electric shock.

- This appliance must be grounded. In the event of an electrical short circuit, grounding reduces the risk of electric shock.
- This appliance is equipped with a power cord that has a grounding wire with a grounding plug. The plug must be plugged into an outlet that is properly installed and grounded.
- Consult a qualified electrician if the grounding instructions are not completely understood, or if doubt exists as to whether the appliance is properly grounded.
- Do not under any circumstances cut or remove the third (ground) prong from the power cord.
- Do not use an extension cord with this appliance. If the power cord is too short, have a qualified electrician install an outlet near the appliance.
- For best operation, plug the appliance into its own electrical outlet on a dedicated circuit to prevent flickering of lights, blowing of fuse, or tripping of circuit breaker.

Getting Familiar with Your Hamilton Beach Water Dispenser

Features

- Designed for in home or office use.
- Fits 3 or 5 gallon bottles.
- Three high-flow water dispensing buttons - Red for hot water, Navy Blue for cold water and Light Blue for room temperature.
- Night Light Switch - Located on the back of the appliance. Switch blue control to on.
- Energy Saver Switches - Located on the back of the appliance. Switch red control to off to stop heating and green control to off to stop cooling.

Proper Installation and Location

- This dispenser is for indoor use only. Do not use outdoors.
- Place the dispenser on a level surface that can support its weight with water bottle installed.
- To ensure that your water dispenser works at the maximum efficiency, leave at least 5 cm / 2 inches of clearance between all sides of the dispenser and any walls.
- To prevent damage to the dispenser, do not plug dispenser into the po outlet until reading the instructions first!

Preparing, Loading and Operating Your Dispenser

For use with 3 or 5 gal (12 or 19L) water bottles.

IMPORTANT: Always wash your hands before handling water bottle. Cl the top of the water bottle with a damp cloth.

1. Make sure the lower compartment storage door is open. This will prevent activation of the water pump. Open door by depressing the latch.
2. Place fresh bottle outside of cabinet.
3. Clean outside of new bottle with a cloth.
4. Remove white plastic cap from top of bottle.
5. Place probe into bottle (Fig.1).

Figure 1

6. Slide collar down until it clicks in place.
7. Push head down until tubes fill bottom of bottle (Fig.2).
8. Slide bottle into cabinet and close door.

Figure 2

sond into a properly grounded wall outlet. At this time the pump will n to move water from the bottle to the hot and cold tanks. It will take 4 minutes to fill the tanks for the first time. During this period the up will run continuously. This is normal, and the water pump will stop matically when the tanks are completely filled.

Allow 1 hour for water to reach hot and cold temperatures.

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Place a glass under the dispensing spigot on the right side of the water ouch pad.

For cold water, press/hold the dispensing button (#5 on the Parts and Features list) until the desired amount of water has been dispensed, hen release.

To dispense room temperature water, press/hold the dispensing button (#3 on the Parts and Features list) until the desired amount of water has been dispensed, then release.

The hot water dispensing button features a Child Safety Lock. To dispense hot water, slide the safety lock forward, then push/hold the dispensing button (#2 on the Parts and Features list) until the desired amount of water has been dispensed, then release.

oper Care and Cleaning of the Dispenser

maintain maximum efficiency and to prevent bacterial growth in the ter dispenser, we strongly recommend cleaning every 4 months.

Cleaning the Outside of the Dispenser

- Wipe the outside of the dispenser with a mild soap and water mixture. Never use harsh chemicals or abrasive cleaners. Rinse thoroughly with clean water and dry all surfaces.
- Do not immerse in water.

Cleaning the Drip Tray and Grill

The drip tray and grill should be emptied and cleaned regularly to remove spotting and mineral deposits.

1. To remove the drip tray (#6 on the Parts and Features list) pull the tray to dislodge it from the guides. Drain and clean.
2. Use a mild soap and water mixture. For tough deposits, add vinegar and let soak until the deposits come loose. Then wash, rinse and dry thoroughly.
3. To replace the drip tray, put the grill back on the tray and slide the tray onto the guides.

NOTE: The drip tray is not dishwasher safe.

Cleaning the Condenser

To improve cooling and efficiency, vacuum or sweep away the dust from the condenser coils on the back of the dispenser. You can purchase a brush designed specifically for this purpose from your local appliance store.

Draining the Reservoirs

WARNING: BURN HAZARD. The product heats water to a temperature of approximately 95° C / 203° F. Water temperatures above 52° C / 125° F can cause severe burns or death from scalding. Children, the disabled and the elderly are at highest risk of being scalded. Children should be supervised by an adult when using this product.

Drain the reservoirs before and after cleaning, before long vacations or if not using the dispenser for a long period of time.

1. Unplug the dispenser.
2. Open the bottom door and remove bottle from dispenser.
3. Remove probe from water bottle.
4. Place container under spigot. Press and hold the hot and cold dispensing buttons until water no longer comes out.
5. Place a container directly under the drain valve on the back of the dispenser (#14 on the Parts and Features list).
6. Remove the drain valve cap and drain valve plug and let the water flow into the container.
7. Replace the drain valve cap and drain valve plug.
8. Replace the water bottle.
9. Plug in the dispenser.

Sanitizing and Cleaning the Water Tanks

Important: Periodically the water dispenser tanks must be sanitized to prevent unpleasant tastes in the water and cleaned to remove mineral deposits that can impair flow.

1. Using a clean jug, premix 2.5 ml / ½ teaspoon of ordinary 6.0% maximum household bleach to a 2 liter / 2 quart pitcher filled with tap water. Place the probe into cleaning solution, make sure the container of cleaning solution does not tip over and close the storage compartment door. The water pump will start automatically and draw the cleaning solution into the dispenser reservoirs.
2. When all of the cleaning solution has been drawn, the pump will continue to operate for approximately 120 seconds and stop automatically. The red water level indicator light will begin to flash. This is normal. Simply open the storage compartment door to cancel the flashing red light. Allow the cleaning solution to sit inside the dispenser for 20 minutes.
3. Place a 1 gallon jug / container under the dispensing spigots and press both the hot and cold dispensing buttons until the cleaning solution stops flowing. Discard cleaning solution.

4. Using a jug / container, drain the remaining cleaning solution from the internal reservoirs by unscrewing the drain cap and removing the drain plug from the drain valve located on the back of the unit. Discard the cleaning solution. Re-install the drain plug and drain cap on the unit.
5. Flush the system using 0.5 gal / 2L clean water using the same procedure outlined in steps 1 through 4 above. Then the rinse water stops flowing, reinstall the drain plug and drain cap and tighten. The sanitizing and cleaning process is now complete.

To Remove Mineral Deposits

To remove mineral deposits, follow the instructions for Cleaning and Sanitizing the Water Tanks, substituting either 2 liters / 2 quarts of water mixed with 2 liters / 2 quarts of vinegar OR 4 liters / 1 gallon of water mixed with 454 grams / 16 ounces of citric acid crystals. Bleach does not remove mineral deposits.

Problem:	Possible Causes	Solution
No hot or cold water.	1. Dispenser is unplugged.	1. Push plug completely into outlet.
	2. The fuse is blown/circuit breaker is tripped.	2a. Replace fuse or reset circuit breaker.
		2b. If too many items are plugged into a single circuit, move some items to a different plug.
No water dispenses from spigot.	1. Dispenser is unplugged.	1. Push plug completely into outlet.
	2. Water heater is not turned on.	2. Turn on the heater switch.
	3. The fuse is blown/circuit breaker is tripped.	3a. Replace fuse or reset circuit breaker.
		3b. If too many items are plugged into a single circuit, move some items to a different plug.
Water dispenser leaks from the outside.	Crack or pin hole in water bottle	Replace with new bottle.
Water has poor taste or odor.	Tank needs to be cleaned or sanitized	See "Sanitizing and Cleaning" instructions
Water dispenser does not work.	1. Empty water bottle	1. Replace with new bottle.
	2. Mineral deposits are clogging tank	2. See "Care and Cleaning" instructions

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SAVE THESE INSTRUCTIONS!